

**DEPARTMENT OF INSURANCE**

ADMINISTRATION & LICENSING SERVICES BRANCH  
300 CAPITOL MALL, SUITE 1400  
SACRAMENTO, CA 95814  
(916) 492-3412  
(916) 322-1941 (FAX)  
[www.insurance.ca.gov](http://www.insurance.ca.gov)

**Book Entry Securities Deposit**

Effective January 1, 1996, California Insurance Code Section 942 authorizes the State Treasurer's Office to accept book entry transactions for securities deposits on behalf of the California Department of Insurance. The State Treasurer's Office has contracted with Citibank, New York, to maintain book entry securities in a State of California account. The State Treasurer's Office will establish the book entry account with Citibank. Citibank will be responsible for forwarding all principal and interest payments to each insurance company. Citibank will provide monthly statement to each insurance company detailing securities in their account as well as any monthly activity.

The information needed to establish a book entry account could be submitted by utilizing the Securities Transaction Request Form A-174.

**PROCESSING FEE**

The cost of establishing an account with the State Treasurer's Office will be \$100.00 per year, payable in advance. The fee will not be prorated for a partial year. For the initial set-up of book entry, please send a check payable to the State Treasurer along with one properly completed original A-174 form to the following address:

California Department of Insurance  
Accounting Services Bureau  
Securities Transaction Unit  
300 Capitol Mall, Suite 1400  
Sacramento, CA 95814

Thereafter, the State Treasurer's Office will bill the insurance company on an annual basis. The \$100.00 fee will be on a calendar year basis, which is due and payable each year on January 1<sup>st</sup>.

If you have any questions, please call the Securities Transaction Unit of the California Department of Insurance at (916) 492-3412 or via e-mail at [securities@insurance.ca.gov](mailto:securities@insurance.ca.gov).